

Meeting Minutes

Capital Regional District Board

Wednesday, September 13, 2017

1:35 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT:

DIRECTORS: B. Desjardins (Chair), D. Howe (Vice Chair), M Alto, R. Atwell, D. Blackwell, S. Brice, V. Sanders (for J. Brownoff), A. Finall, C. Hamilton, J. Loveday (for L. Helps), M. Hicks, B. Isitt, N. Jensen, W. McIntyre, D. Murdock, C. Plant, S. Price, J. Ranns, D. Screech, L. Seaton, R. Kasper (for M. Tait), K. Williams, R. Windsor, G. Young.

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer, L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; C. Nielson, Senior Manager, Human Resources; B. Reems, Corporate Officer; and E. Gorman, Deputy Corporate Officer (Recorder)

The meeting was called to order at 1:57 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Director Alto, **SECONDED** by Director Windsor,
That the agenda be approved as circulated.
CARRIED

2. ADOPTION OF MINUTES

2.1. [17-675](#) Minutes for Adoption

MOVED by Director Alto, **SECONDED** by Director Windsor,
That the minutes attached be adopted as circulated.
CARRIED

2.2. [17-664](#) Revised Minutes of June 14, 2017 Meeting, for corrected item 5.6

MOVED by Director Windsor, **SECONDED** by Director Price,
That the minutes of the June 14, 2017 meeting be adopted as ammended.
CARRIED

3. REPORT OF THE CHAIR

The Chair spoke to the Department of Fisheries and Ocean's request for all the regional districts to come together with a representative to the Offshore of Pacific Area of Interested Advisory Committee and the decision that the Capital Regional District Board be invited to the table as a whole.

Director McIntyre to spoke to the recent Salt Spring Island Referendum.

Director Hicks spoke to the revised plan for Island View Beach and the last minute entry by Tsawout First, Nation which will be tabled for a while, putting any decision on hold for the time being.

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

There were none.

4.2 Delegations

There were none.

5. REPORTS OF COMMITTEES

Core Area Liquid Waste Management Committee

- 5.1. [17-549](#) Wastewater Treatment Project Monthly Report - May 2017
**MOVED by Director Brice, SECONDED by Director Screech,
That the report be received for information.
CARRIED**
- 5.2. [17-609](#) Wastewater Treatment Project Quarterly Report - April to June 2017
**MOVED by Director Brice, SECONDED by Director Screech,
That the report be received for information.
CARRIED**
- 5.3. [17-610](#) Monthly Wastewater Treatment Project Report - July 2017
**MOVED by Director Brice, SECONDED by Director Screech,
That the report be received for information.
CARRIED**
- 5.4. [17-616](#) Core Area Inflow and Infiltration Management Plan - 2017 Update (Five-Year Update)
**MOVED by Director Jensen, SECONDED by Director Blackwell,
1. That the Core Area Inflow and Infiltration Management Plan 2017 Update be received for information; and
2. That staff be directed to submit the plan update to the Ministry of Environment and Climate Change Strategy.
CARRIED**
- 5.5. [17-648](#) Replacement of Core Area Wastewater Treatment Project Board Member

**MOVED by Director Brice, SECONDED by Director Blackwell,
That this report be received for information.
CARRIED**

Environmental Services Committee

5.6. [17-647](#) Single Use Plastic Bag Ban - Draft Model Bylaw

A discussion ensued regarding having this Bylaw at the regional level. The Chair spoke to the possibility of Recycle BC coming to give a presentation to the Board.

**MOVED by Director Brice, SECONDED by Director Williams,
That the Single Use Plastic Bag Ban Draft Model Bylaw be received for
information and distributed to municipalities in the Capital Region.
CARRIED**

5.7. [17-615](#) Regional Invasive Species Coordinator

A discussion ensued regarding the revival of the Solid Waste Advisory committee and the timing for a plan moving forward.

**MOVED by Director Hamilton, SECONDED by Director Hicks,
1. Staff bring back a report on alternative solutions to service establishment
such as adding the Regional Invasive Species Coordinator function to an
existing service such as Parks; and
2. That the new service be supported by a half-time coordinator and
provincial funding for 2018, and that staff propose service level changes, if
necessary, for 2019 and beyond.
CARRIED**

5.8. [17-618](#) Adjustment of Hartland General Refuse Tipping Fee Rate

**MOVED by Director Blackwell, SECONDED by Director Windsor,
That the solid waste advisory committee be revived and until then, don't
make further changes to the tipping fee.
CARRIED**

5.9. [17-631](#) Advanced Integrated Resource Management - Facilities Tour Plan

A discussion ensued regarding the following:

- criteria being brought forward for a facilities tour plan
- the possibility of future travel,
- the obligation to determine a beneficial use plan by 2019 and how to integrate IRM
- a pilot project or preliminary business plan
- how to determine the final goal

**MOVED by Director Desjardins, SECONDED by Director Ranns,
Direct staff to consolidate the technical reports and work of the IRM
Committee and Task Force and work with the consultant to report back on
development of the criteria to move the IRM project forward.
CARRIED**

MOVED by Director Murdock, SECONDED by Director Desjardins,

Confirm that the project will move forward without any travel expense at this time.

CARRIED

5.10. [17-633](#)

Advanced Integrated Resource Management - Procurement and Project Plan Update

MOVED by Director Hamilton, **SECONDED** by Director McIntyre,
That the request for qualifications outline and IRM Project Plan be referred back to staff.

CARRIED

MOVED by Director Hamilton, **SECONDED** by Director McIntyre,
That Salt Spring Island be considered as a sub-regional IRM project alternative within the procurement process.

CARRIED

5.11. [17-632](#)

Integrated Resource Management Technology Gap Analysis - Biosolids Jurisdictional Review

MOVED by Director Hamilton, **SECONDED** by Director Hicks,
1. That the Integrated Resource Management Technology Gap Analysis and the Biosolids Jurisdictional Review be received for information;
2. That the Biosolids Jurisdictional Review be submitted to the Minister of Environment and Climate Strategy; and
3. That these reports be forwarded to the Saanich Peninsula and Gulf Islands Wastewater Commissions and the District of Sooke for information.

CARRIED

5.12. [17-630](#)

Waste Flow Management Policy Backgrounder

MOVED by Director Hamilton, **SECONDED** by Director Blackwell,
Move to receive this report with forwarding the report to the Solid Waste Advisory Committee (to be established)

CARRIED

Finance Committee

5.13. [17-527](#)

Capital Regional District Grants Update

MOVED by Director Howe, **SECONDED** by Director Williams,
That this report be received for information.

CARRIED

5.14. [17-442](#)

Bylaw No. 4203: 2017-2021 Financial Plan, Amendment No. 2, 2017

MOVED by Director Howe, **SECONDED** by Director Williams,
That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 2, 2017," be introduced and read a first and second time.

CARRIED

MOVED by Director Howe, **SECONDED** by Director Williams,
That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 2, 2017," be read a third time.

CARRIED

MOVED by Director Howe, **SECONDED** by Director Williams,
That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw
No. 2, 2017," be adopted.

CARRIED

5.15. [17-604](#) 2018 Service Plan Summary Discussion

MOVED by Director Howe, **SECONDED** by Director Williams,
That the 2018 Service Plan Summary Discussion report be received for
information and referred to Committees and Commissions for information as
part of the 2018 service and financial planning process.

CARRIED

5.16. [17-596](#) Bylaw 4204: Core Area Wastewater Treatment Program Loan
Authorization Bylaw No. 1, 2017

MOVED by Director Howe, **SECONDED** by Director Williams,
That Bylaw No. 4204, cited as "Core Area Wastewater Treatment Program
Loan Authorization Bylaw No 1, 2017" be introduced and read a first time and
second time.

CARRIED

MOVED by Director Howe, **SECONDED** by Director Williams,
That Bylaw No. 4204, cited as "Core Area Wastewater Treatment Program
Loan Authorization Bylaw No 1, 2017" be read a third time.

CARRIED

5.17. [17-625](#) Recoverable Overtime for Exempt Staff Deployed for Emergency
Response

MOVED by Director Howe, **SECONDED** by Director Williams,
That in the event of a formally declared emergency circumstance, and where
the salary costs of such emergency circumstance are fully recoverable, that
overtime worked by Exempt Staff be provided in the form of paid
compensation at the rates permitted to be recovered.

CARRIED

Governance Committee

5.18. [17-629](#) Electronic Participation at Capital Regional District (CRD) Southern
Gulf Islands Electoral Area Commission Meetings

Mr. Reems spoke to the Bylaw.

A discussion ensued regarding all three electoral areas being included.

MOVED by Director Ranns, **SECONDED** by Director Howe,
1. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012,
Amendment Bylaw No. 6, 2017," be introduced and read a first and second
time;

CARRIED

MOVED by Director Ranns, **SECONDED** by Director Howe,
2. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012,
Amendment Bylaw No. 6, 2017," be read a third time; and

CARRIED

MOVED by Director Ranns, SECONDED by Director Howe,
3. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 6, 2017," be adopted.
CARRIED

5.19. [17-619](#) Reporting of Serious Misconduct Policy

MOVED by Director Ranns, SECONDED by Director Howe,
That this report be received for information.
CARRIED

Planning and Protective Services Committee

5.20. [17-624](#) Community Health and Wellbeing Project Update

MOVED by Director Finall, SECONDED by director Alto,
That the Community Health and Wellbeing Project Update report be received for information.
CARRIED

5.21. [17-602](#) Regional Food and Agriculture Strategy Recommendations Update

MOVED by Director Finall, SECONDED by Director Murdock,
That this staff report be received for information and 2018 funding of a feasibility study/business case be supported.
CARRIED
OPPOSED: Director Ranns

6. CORRESPONDENCE

6.1. [17-639](#) Correspondence: Metro Vancouver Letter re: UBCM Resolution on EV Charging

MOVED by Director Howe, SECONDED by Director Alto,
That the correspondence be received for information.
CARRIED

7. ADMINISTRATION REPORTS

7.1. [17-614](#) Public Hearing Report on Bylaw No. 4167, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 8, 2017"

MOVED by Director Hicks, SECONDED by Director Blackwell,
That the minutes that form the Report of the Public Hearing, which is certified as a fair and accurate summary of the representations that were made at the Public Hearing held on August 14, 2017, for Bylaw No. 4167, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 8, 2017", be received.
CARRIED

MOVED by Director Hicks, SECONDED by Director Blackwell,
That Bylaw No. 4167 be amended to remove reference to the Ministry of Transportation and Infrastructure.

CARRIED

MOVED by Director Hicks, SECONDED by Director Blackwell,
That Bylaw No. 4167, as amended, be read a third time and adopted.

CARRIED

- 7.2. [17-640](#) Board Strategic Priorities and Corporate Plan Initiatives - Priorities Dashboard Progress Report

MOVED by Director Howe, SECONDED by Director Blackwell,
That the Priorities Dashboard Progress Report No. 3 - 2017 as attached in Appendix A be confirmed.

CARRIED

- 7.3. [17-665](#) Community Works Fund Applications

MOVED by Director Howe, SECONDED by Director Williams,
That the following Community Works Fund application be approved:
Pender Parks and Recreation Commission, Thieves Bay Park Lawn
Enhancement: \$46,100

CARRIED

8. BYLAWS

- 8.1. [17-654](#) Adoption of Bylaws

MOVED by Director Hicks, SECONDED by Director Howe,
That Bylaw No. 4149 "Salt Spring Island Community Parks Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4150 "Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4151 "Salt Spring Island Community Recreation Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4152 "Galiano Island Community Recreation Services, Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4153 "Mayne Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4154 "Saturna Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4155 "Pender Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4156 "Galiano Island Community Parks Services, Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4157 "Saturna Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4158 "Pender Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4159 "Mayne Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4161 "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 2, 2017" be adopted.

That Bylaw No. 4162 "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 7, 2017" be adopted.

That Bylaw No. 4166 "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 4, 2017" be adopted.

That Bylaw No. 4176 "Pender Islands Fire Protection and Emergency Response Services Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 5, 2017" be adopted.

That Bylaw No. 4189 "Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011, Amendment Bylaw No. 1, 2017" be adopted.
CARRIED

9. MOTION WITH NOTICE

9.1. [17-638](#) Motion with Notice: Establishment of Regional Transportation Service

A discussion ensued regarding the following:

- creating a regional transportation forum
- the timing to gain support for this opportunity
- the scope of the motion
- a broader transportation plan, including with other regions
- how to approach others and get them on board

MOVED by Director Screech, **SECONDED** by Director Windsor,
That staff take the necessary measures to establish a regional transportation service within the next six months, including a counter petition process if necessary.

MOVED by Director Atwell, **SECONDED** by Director Blackwell,
That the motion be amended to include:
"including a binding referendum question on the next municipal election in October 2018".
After a point of order, the amendment was ruled in order.

MOVED by Director Windsor, **SECONDED** by Director Price
That the Chair's ruling be appealed.
"Shall the Chair be sustained?"
Opposed: Young, Price, Isitt, Windsor, Williams, Loveday, Jensen, Plant, Screech, and Murdock.
CHAIR SUSTAINED

MOVED by Director Plant, SECONDED by Director Finall
That due to more information from staff, the amendment be ruled out of order.
After a point of order, the Chair ruled the amendment out of order.

MOVED by Director Ranns, SECONDED by Director Blackwell,
That the main motion be amended to remove "including a counter petition
process if necessary".

CARRIED

Opposed: Directors Isitt, Windsor, Hicks, Alto, Loveday and Screech

The question was called on the main motion, as amended:

MOVED by Director Screech, SECONDED by Director Windsor,
That staff take the necessary measures to establish a regional transportation
service (within the next six months).

CARRIED

Opposed: Director Hamilton, Hicks, Seaton and Blackwell

10. NEW BUSINESS

11. MOTION TO CLOSE THE MEETING

11.1. [17-661](#) Motion to Close the Meeting

MOVED by Director Loveday, SECONDED by Director Windsor,
That the meeting be closed in accordance with the Community Charter Part 4,
Division 3, 90 (1)(a) personal information about an identifiable individual who
holds or is being considered for a position as an officer, employee or agenda of
the municipality or another position appointed by the municipality; (c) labour
relations or other employee relations; (g) litigation or potential litigation affecting
the regional district; negotiations and related discussions respecting the
proposed provision or a regional service that are at their preliminary stages and
that, in the view of the Board, could reasonably be expected to harm the
interests of the regional district if they were held in public.

CARRIED

17-739 Rise and Report

The following persons were appointed as representatives to the Stick Allison
Water Local Service Committee for a term ending October 31st, 2019:

Brian Russell

Mel Serink

The following persons were appointed as representatives to the Traffic Safety
Commission for a term ending December 31st, 2018:

Janelle Hatch

The following persons were appointed as representatives to the Mayne Island
Parks and Recreation Commission for a term ending December 31st, 2018:

Debra Bell

The following persons were appointed as representatives to the Regional Food
and Agriculture Task Force:

Rudi Wallace

12. ADJOURNMENT

MOVED by Director Loveday, SECONDED by Director Windsor,

That the meeting be adjourned at 3:49 p.m.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER